

7 JUL 1990

CHAPTER 5

APPENDIX D

SAMPLE LETTER FOR "INITIAL" EXTENSION FOR EDUCATIONAL PURPOSES

4650  
Office Code  
SSN  
Date

MS1 Roberto R. Perez, USNFR  
0000 Street Name  
City, State ZIP

Dear Petty Officer Perez:

In response to your recent request, if you have not already been provided transportation at government expense incident to your transfer to the Fleet Reserve, the time limit for you and your dependents to travel to your home of selection is extended until 1 year after completion of your studies, or 2 years after termination of active duty, whichever is earlier. If you need an additional extension, please request it about 90 days before this one expires, and provide justification for the extension.

The effective date of your Fleet Reserve orders determines which dependents are eligible for transportation at government expense, and the cost to the government, as provided in the Joint Federal Travel Regulations.

The Commanding Officer, Naval Transportation Support Center, Norfolk, Virginia, concurs in this extension for the shipment of household goods provided you have not already shipped household goods at government expense incident to your transfer to the Fleet Reserve. If you have any household goods in non-temporary storage, you must pay all storage costs beyond 1 year from the date of termination of active service. Use a copy of this letter, your Fleet Reserve orders, and a statement from the school noting the dates of beginning (within 1 year following termination of active service) and completion of studies, to support the household goods shipping application, and the request for transportation to your home of selection or the claim for reimbursement for such expenses.

Sincerely,

NAME  
TITLE

Copy to:  
CHNAVPERS (Pers-201)  
NAVTRANSSUPPCEN NORFOLK VA